

Federal Aviation Administration

Automated Flight Service Station A-76 Announcement Information Packet



Contributing Offices

Office of the Administrator

Office of the Assistant Administrator for
Human Resource Management

Flight Services

Office of Competitive Sourcing

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Forward

To our Automated Flight Service Station and Flight Service Data Processing System colleagues:

In December 2003, the Federal Aviation Administration (FAA) began an A-76 public-private competition on Automated Flight Service Station (AFSS) services to reduce costs and improve the technical efficiency in this part of our Air Traffic Organization (ATO). While the A-76 process can benefit the FAA and our customers, anticipating the outcome can be very stressful. Our goal is to provide you with information and support that can help lessen the effects of the uncertainty you may be feeling during this challenging time.

We know you have many questions. This packet provides an overview of major topics that you should consider after the performance award announcement has been made. It is not intended to be a full reference guide but instead highlight key areas that need immediate attention. Depending on your circumstances, you can select the information that pertains best to your personal situation. Since this packet was developed prior to the formal source selection decision, we could not include information to address all the questions that might arise immediately following the performance award announcement. As more details emerge, we will provide you with as much information as we possibly can.

The Flight Services' management team, Human Resource personnel, and others in the FAA are committed to assisting you during the Phase-In period and throughout this time of change.

Note to AFSS Workforce

This information packet is provided to serve as a quick reference for information that may be of particular importance to you, in consideration of the transition to a new Service Provider.

The Headquarters staff has worked on the contents of this packet to ensure the most up-to-date information is contained. However, some information will change based on factors specific to the new Service Provider, continued labor-management negotiations and the FAA's challenge to continue providing flight services support to the general aviation community. Supplements that provide updates to this information packet will be released on the Office of Competitive Sourcing website at <http://www.faa.gov/aca>.

AFSS personnel should refer to the Next Steps, Continued Communications, section of this packet for information on where to direct additional questions.

Please note: If the information in this packet conflicts with any applicable law, regulation, collective bargaining agreement provision or FAA order or policy, the same applicable law, regulation, collective bargaining agreement provision or FAA order or policy controls. This information packet is not intended to and shall not create any legal entitlements.

Initial Questions and Answers for Affected Employees

What Should I Do Now?

First, take your time and review all the information provided by the FAA, and the selected Service Provider, including this packet! There is a lot of information relative to helping you understand what is going to happen and what you should do to prepare.

Understand that legal or other limitations may restrict our ability to immediately answer all your questions. That said, all available information will be released as quickly as possible using the information sharing resources already familiar to you, e.g., the Office of Competitive Sourcing and the Office of Human Resource Management (AHR) websites, etc.

Submit questions via the Office of Competitive Sourcing website. Go to <http://www.faa.gov/aca>. Choose the appropriate category in the Question and Answer section to submit your inquiry.

See the Next Steps section in this information packet and review the scheduled plans of what is coming down the road! Pay attention to the various next steps and separate correspondence letting you know what is available and when activities will occur.

How is This Really Going to Affect My Job?

Nothing has changed with your job today. Your facility will continue to operate throughout the 6-9 month Phase-In period.

Go to work tomorrow and continue to do what you have been doing, providing service to our customers. This will also give you as much opportunity as possible to receive all the information being provided by the FAA and Service Provider [Most Efficient Organization (MEO) or private sector].

In addition, nothing is happening tomorrow based on the outcome of this competition! The implementation of the Service Provider's proposed solution will not happen for some time. In order to be aware of all the options that will be made available to you, be proactive and start using the resources and support services provided.

The Service Provider is expected to contact everyone within a couple of weeks regarding their future vision of AFSS services and their plan of action. After the performance decision the Service Provider will begin the recruiting process as soon as possible. Questions regarding the Service Provider's available positions and future employment opportunities will be answered by their recruitment office. In an MEO decision the affected employees will have the opportunity to bid on vacancies. The MEO management team, as well as AHR, will communicate these employment opportunities.

Although the new Service Provider will be conducting its recruitment activity during the 6-9 month Phase-In period, the FAA will continue to provide flight services to general aviation pilots as it does today. Therefore, it is important to understand that these two activities will occur simultaneously during the months ahead.

If a Reduction-in-Force (RIF) is later determined as necessary, you will be informed well in advance. The necessity for conducting a RIF will be determined after the source selection announcement date.

Between the time of the performance award announcement and any possible RIF, placement programs will be in place to lessen the impact on employees.

What Will the FAA Do to Support Me?

AHR will provide information and guidance related to your career. Help Desk representatives located at each Region's Human Resource Management Division (HRMD), are available to speak with you by phone. See the References and Resources, HRMD Contact Information section of this packet. As always, AHR is prepared to provide one-on-one discussions as needed.

In mid-2005, a second round of HR visits is being planned for each of the 58 AFSS sites to address employment entitlements, placement programs, RIF (if necessary), benefits and any other key HR issues of interest. See the additional information provided under the Career Transition section of this packet.

AHR will ensure that career transition assistance services will also be made available to you once AFSS employees are certified as surplus. For information on how one is identified as surplus, please refer to the section, Career Transition, Certification as Surplus. Employment coaches and representatives will be available to help you begin the process of searching and applying for job opportunities. They will be available to provide assistance on activities such as:

- Writing federal and private sector resumes and cover letters.
- Completing federal and private sector applications.
- Interviewing techniques.
- Applying for federal jobs and how to write Knowledge-Skill-Ability (KSA) documentation.
- Obtaining state benefits, entitlements, and unemployment services.

An all too often overlooked but important step is to ensure that all of your beneficiary designation forms are current and in order. Those forms, available at <http://www.lifelinks.faa.gov>, are listed below for your convenience:

- Federal Employees' Group Life Insurance Program (FEGLI) – SF-2823 (4/2001).
- Civil Service Retirement System (CSRS) – SF-2902 (2/1999).
- Federal Employees Retirement System (FERS) – SF-3102 (6/2000).
- Unpaid Compensation for Deceased Civilian Employee – SF-1152 (6/2002).
- Thrift Savings Plan (TSP) – TSP-3 (7/2004).

FAA employment opportunities will be made available to the AFSS workforce under the ATO's Preferred Placement Program, and by taking advantage of the age-31 exemption authority for controllers. Information about these programs and others is contained in the Placement and Waiver Programs section of this packet.

FAA is committed to keeping the lines of communication open. Flight Services, AHR and the Office of Competitive Sourcing will continue to work together to effectively disseminate information on a broad range of topics and activities so that you know what to expect.

Where Can I Get Help in Dealing With all This Change?

The Employee Assistance Program (EAP) is ready to help you deal with the personal challenges that might arise as result of this performance decision. Its comprehensive, nationwide network of licensed and experienced counselors – including psychologists, clinical social workers, and marriage, family and child counselors – are located at offices convenient to your home, work or accessible by telephone or website.

An EAP counselor can help you work on a plan to achieve your objectives. The counselor can help by discussing the problem in an objective manner, working with you in identifying options, and knowing the resources available in your community. In all cases, the decision of how to handle your concerns and manage your decisions is up to you.

Contact the Employee Assistance Program on 1-800-234-1327 or visit its website at <http://www.faa.gov/ahr/super/eap/index.cfm>. Services are available 24/7.

MagellanHealth.com is another way to access EAP services. The website has information and resources on a wide range of personal issues. Self-help tools are also available. You can access this information by visiting <http://www.MagellanHealth.com> . To gain access, click on the “New or Unregistered User” link and enter “800-234-1327” as the requested program or plan toll-free number.

How Can I Help Myself?

Make it a point to frequently access the AHR and the Office of Competitive Sourcing websites. They will be updated when changes occur.

Be proactive in your pursuit of employment opportunities, whether that might be with the new Service Provider, elsewhere in the FAA, elsewhere in the federal government or in the private sector.

Have an updated resume on hand and take advantage of future opportunities to receive assistance on improving it through career transition assistance services.

Take advantage of all services when made available, for example, EAP and career transition assistance services.

Engage your support systems to help you during this time of change.

Government Entitlements, Benefits and Services

This section provides an overview of employment-related information for your quick reference. Most of this information was covered during the HR Site Visit briefings conducted between August and November 2004. Each category provides an overview of basic entitlements. You can view the site visit briefing slides or a Webcast of the briefings at <http://www.faa.gov/ahr/competitive/briefing.cfm>.

Retirement and Separation Options

Civil Service Retirement System (CSRS) Eligibility - Optional

- 30 yrs of ANY service at age 55.
- 20 yrs of ANY service at age 60.
- 5 yrs of ANY service at age 62.

Federal Employees Retirement System (FERS) Eligibility - Optional

- 30 yrs of ANY service with Minimum Retirement Age (MRA).
- 20 yrs of ANY service at age 60.
- 5 yrs of ANY service at age 62.
- MRA + 10 yrs of creditable civilian and military service.

Voluntary Early Retirement Authority (VERA)

- 20 years of ANY service at age 50.
- 25 years of ANY service at any age.
- VERAs are used to lessen the adverse impact on employees should a RIF become necessary.
- FAA plans to offer VERAs during the Phase-In period to AFSS employees covered under the A-76 study.
- Specifics on coverage and eligibility will be announced.

Discontinued Service Retirement Eligibility As a Result of Specific Job Abolishment, e.g. RIF

(Note: Annual leave may be used to achieve initial retirement eligibility)

- 20 yrs of ANY service at age 50.
- 25 yrs of ANY service at any age.

Air Traffic Control Specialist (ATCS) Special Retirement Eligibility - “Good Time” (CSRS and FERS)

(Note: As necessary, employees will be given an information sheet with a summary of ATC retirement that can be provided to other government agencies explaining the provisions of “good time.”)

- 20 years “good time” at age 50.
- 25 years “good time” at any age.

Deferred Retirement

- CSRS – To be entitled to a Deferred Annuity, the employee:
 - Is not qualified for an immediate annuity at separation.
 - Did NOT take a refund of retirement contributions.
 - Receives an annuity payable at a later date.
 - Is age 62 and completed at least 5 years of creditable civilian service.
 - Is covered by CSRS for at least one year within the two-year period immediately before separation.
- FERS – To be entitled to a Deferred Annuity, the employee:
 - Is not qualified for an immediate annuity at separation.
 - Did NOT take a refund of retirement contributions.
 - Receives an annuity payable at a later date.
 - Separated after completing at least 5 years of service covered by retirement deduction.
 - Is age 62 with a minimum of 5 years of creditable service, OR, MRA with at least 10 years of service.

Resignation

- Employees may resign at any time.
- Employees who elect to resign from permanent appointments will have reinstatement eligibility into federal employment based on their length of service.
- Reinstatement eligibility has a time limit. If you are a veteran or have accrued at least three years of federal service, your reinstatement eligibility does not expire.

Separation Incentive

Voluntary Separation Incentive Payments (VSIP or Buy-Outs)

- VSIPs are authorized to allow management the flexibility to manage its workforce through change, therefore, the appropriate use of VSIPs will be determined throughout the Phase-In period.
- VSIPs are appropriate for use as a separation incentive (retirement or resignation).
- FAA may elect to offer limited VSIPs to employees of the AFSS workforce.
- Any planned offering of VSIPs during the Phase-In period will be announced.

Life Insurance

- The Office of Personnel Management offers information online at <http://www.opm.gov/insure/life/index.asp>.
- Separated employees not eligible for immediate retirement can covert their enrollment in the FEGLI program.
- Employees who retire on an immediate annuity and do not convert to a non-FEGLI policy are eligible to continue their basic life insurance as well as optional coverage if they have been enrolled for the 5 years immediately preceding retirement or since the first opportunity to enroll, if later. Under no circumstances are waivers for eligibility requirements permitted. If you are not eligible to continue insurance coverage, you will have the opportunity to change it to a non-FEGLI policy.

Health Insurance

- The Office of Personnel Management offers information online at <http://www.opm.gov/insure/health/index.asp>.
- Separated employees not eligible for an immediate annuity can continue their health insurance for 31 days at no cost. During that month, employees can elect to continue receiving benefits under the Federal Employees Health Benefits Program (FEHB) Temporary Continuation of Coverage Provision.
- Employees who are eligible for an immediate annuity may continue their enrollment in the FEHB only if the retiree has been continuously enrolled, or covered as a family member, for the five years of service immediately preceding the starting date of annuity payments, or since the first opportunity to enroll, if less than 5 years. A waiver of the 5-year eligibility requirement must be due to exceptional circumstances. After retirement, the government continues to pay the same contribution that is paid for active employees.
- Please note that the Office of Personnel Management has granted the FAA pre-approved waivers to employees who meet the following criteria:
 - Have been continuously covered under the FEHB since January 18, 2004;
 - Retire during the period March 31, 2004 and December 31, 2006 and
 - Receive a VSIP; or
 - Take early optional retirement (VERA); or
 - Take discontinued service retirement based on an involuntary separation due to RIF, directed reassignment, reclassification to a lower grade, or abolishment of position.
 - Employees who meet these requirements do not need to write a letter requesting a waiver.

Thrift Savings Plan

- Contributions may continue to Thrift Saving Plan (TSP) and Catch-Up TSP until separation from federal service.
- TSP Loans – available options are:
 - Repay the loan in full, or
 - Take a taxable distribution of the unpaid balance.
- TSP options at separation from federal service are:
 - Leave your money in the TSP Funds (Refer to the TSP website concerning rules for required withdrawals at age 70 1/2 and other rules).
 - Partial withdrawal of funds.
 - Full withdrawal of funds by single payment, a series of payments or purchase of a life annuity.
- Consult the TSP website at <http://www.tsp.gov> and/or the TSP Withdrawal Book for complete information (including taxes) on all TSP options.

Long Term Care Insurance

- If you are enrolled at the time of separation from federal service, you may continue enrollment if retired.
- If you are not currently enrolled, you may enroll now or after retirement.
 - Enrollment is subject to underwriting requirements.
- Costs vary by state.
- Refer to the Long Term Care Insurance website for additional details at <http://www.ltcfeds.com>.

Flexible Spending Accounts

- Contributions may continue to Flexible Spending Accounts (FSA) until separation from federal service.
- The balances in your Health Care and Dependent Care FSAs are treated differently, as explained below.
 - The Health Care FSA terminates as of date of separation. Any health care expenses incurred before the date of separation can still be reimbursed. Expenses incurred after separation will not be paid.
 - If you have a balance remaining in your Dependent Care FSA, you may continue to use this money until either the balance is exhausted or the plan year ends, whichever comes first.
- Refer to the FSA website for a full explanation of eligible expenses at <http://www.fsafeds.com>.

Unused Annual and Sick Leave

Annual Leave

Upon separation from the federal government, whether you are involuntarily separated (e.g., RIF), or resign, employees are entitled to receive a lump sum payment for accumulated and accrued annual leave. If you retire, you are entitled to receive a lump sum if the leave was not used to help you meet retirement eligibility requirements.

Sick Leave

There is no lump sum payment for unused sick leave, however, there is a union contract provision for Sick Leave Buy Back only for National Association of Air Traffic Specialists (NAATS) bargaining unit employees who are covered by FERS.

Sick Leave Buy Back (FERS employees in the bargaining unit only)

- 40% of value of accumulated sick leave as of effective date of retirement.
- 40% paid in a Lump Sum.

Unemployment Compensation

- The Department of Labor (DOL) through state governments administers the unemployment insurance program for federal employees. States determine the eligibility for benefits and the amounts to be paid to unemployed individuals.
- Information on how to contact state resources will be provided as part of the career transition assistance services.

Severance Pay

- All employees involuntarily separated by RIF, will be eligible to receive severance pay if not otherwise eligible for an immediate annuity.
- To receive severance pay, an employee must also be on a permanent appointment and have 12 months of continuous service.
- Severance pay for NAATS employees will be provided in accordance with the NAATS collective bargaining agreement, Article 61, and any subsequent negotiated agreements.
- Severance pay will be paid out over a period not to exceed 52 weeks; on the same bi-weekly cycle as salary payments are now received.
- Severance pay payments will be direct deposited to the same destination as salary payments unless the employee instructs otherwise.
- If the Service Provider is “private sector,” and you accept employment with that Service Provider, you are still eligible to receive severance pay consistent with the information provided above.

Employee Assistance Program

- All current FAA employees are now eligible for all of the services under the EAP.
- EAP services are available to employees, their family, household members, and retirees within the last 6 months. Non-retirement eligible RIF separated employees are also eligible for 6 months after RIF separation.
- Employees can call the 1-800-234-1EAP number 24/7, and receive assistance within a short time period thereafter.
- The EAP can also be accessed via its website <http://www.MagellanHealth.com> (click on the “New or Unregistered User” link and enter “800-234-1327” as the requested program or plan toll-free number).
- FAA will offer specific support activities under the EAP contract, which should be instrumental in assisting you with addressing personal concerns.
- A second series of EAP seminars is being planned and will be scheduled at all 58 AFSS facilities in the coming months.

Life Links and Employee Express

- AHR sponsored Life Links is a 24-hour decision support system that provides information, resources, tools, most HR forms and options related to benefits and major life-changing events, such as finding and applying for another position, dealing with financial issues, retirement planning, moving and separating from federal employment. AHR offers service 24/7 at <http://www.lifelinks.faa.gov>.
- Employee Express provides a means by which employees can effect personal changes, such as address, federal and state tax withholdings, health coverage, direct deposit, financial allotments, earnings and leave statements, TSP, savings bonds, and more at <http://www.employeeexpress.gov>.

Career Transition

This section provides information on how you will know when you are eligible for career transition assistance and an overview of those services.

Certification as “Surplus”

- Employees will be certified as surplus when their positions or function has been determined excess to the FAA's needs.
- Determining when employees will be certified as surplus will require that multiple factors be taken into consideration. **This is critical to understand since eligibility to receive career transition assistance services is linked to when an employee is certified as surplus.**
- Employees can expect a general or specific notice informing them that they have been certified as surplus.
- For non-bargaining unit employees FAA policy provides that employees should be given up to 16 hours official time per pay period to pursue career transition activities.
- For bargaining unit employees, NAATS/FAA Agreement, Article 108, provides that surplus employees may be granted 16 hours of duty time per pay period to pursue career transition activities.

Designation as “Displaced”

- If a RIF should become necessary, employees who receive a RIF notice are automatically designated as “displaced,” which rescinds the “surplus” certification.
- Career transition assistance services remain available to “displaced” employees.
- See the Reduction-in-Force section of this packet for additional information about the entitlements afforded displaced employees.

Career Transition Assistance Services

- Career transition assistance services will be available to employees certified as “surplus” to the agency.
- Upon receipt of such notice, a full list of available services will be provided, such as assistance with resume and cover letter writing, how to fill out applications, interviewing techniques, how to supplement KSA documents, self-assessments, career counseling, how to obtain state benefits, entitlements, and unemployment services and more.
- Time spent on career transition activities must be scheduled with your local supervisor, and fall within the range of hours authorized by the Vice President of Flight Services, or designee, and collective bargaining agreement provisions. The range of hours will be impacted by the FAA's continued obligation to provide flight services support to the general aviation community.
- Career transition assistance services will be available to all surplus employees, and on a space-available basis to spouses in instances where the employee is seeking relocation.

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- Employees will receive resource material explaining how to access the career transition assistance services at the time they are certified as surplus.
 - Employees who receive a RIF notice will continue to receive career transition assistance services.

Reduction-in-Force

This section provides information about RIF. Whether or not a RIF will be necessary, and if so, how many employees may be impacted, will be determined after the new Service Provider is known.

Notification Timeframes

- Current FAA policy provides for at least 60-days advance written notice prior to separation from federal service under RIF.
- All employees, both non-bargaining unit and bargaining unit, will receive notices at the same time, unless there is a compelling reason to issue them differently. Employees will be notified if there is a change and the reason why.
- Separation dates may be influenced by the implementation plan of the chosen Service Provider to stand up its organization.

Validation of RIF Data Elements and Retirement Determinations

- As part of the HR Site Visit briefings conducted between August and November 2004, you received information on your service computation date (SCD), and veterans preference eligibility.
- You were asked to review that information and inform your servicing HR office if you felt a change was necessary.
- If you have not done so, you should review the material provided and validate that information now.
- Your retirement eligibility may be affected by redeposits (CSRS), military service deposits, additional “good time,” etc.
- No action is necessary on your part unless you believe that a change is required.

Designation as “Displaced”

- Upon receipt of a RIF notice, employees will be automatically designated as “displaced.” For those employees previously certified as “surplus,” the “displaced” designation rescinds that certification, and entitlements change as described below.
- Displaced employees are eligible to continue to receive career transition assistance while in a displaced status and after RIF separation.
- RIF separated (displaced) employees will be entitled to receive severance pay upon separation, if not eligible for an immediate annuity.
- For non-bargaining unit employees FAA policy provides that displaced employees should be given up to 32 hours of official time per pay period to pursue career transition activities.
- For bargaining unit employees, NAATS/FAA Agreement, Article 108, provides that displaced employees will be given a minimum of 32 hours of duty time per pay period to pursue career transition activities.

Memorandum of Agreement

The provisions of the NAATS collective bargaining agreement and any subsequent negotiated agreements provide certain entitlements to bargaining-unit employees. You may consult those documents for more information.

Appeals and Grievances

For information on appeals and grievances, you may contact your servicing HRMD.

FAA Placement and Waiver Programs

ATO Preferred Placement Program

- The Preferred Placement Program provides an opportunity for adversely affected AFSS and Flight Service Data Processing System (FSDPS) employees to receive placement consideration for positions for which they qualify throughout the ATO.
- The effective date is being determined and will be communicated as soon as possible.
- The program provides qualified employees with placement consideration for any internal ATO vacancies that are announced and for which AFSS or FSDPS employees apply.
- The selection official must either select an AFSS or FSDPS referred employee, or provide written non-selection justification, which requires higher-level approval.
- Payment of any relocation expenses will be determined on a vacancy-by-vacancy basis, and clearly explained in any job announcement that is published.

Maximum Entry Age Exemption Program for Surplus and Displaced FAA Employees

- This program, also referred to as the “age-31 exemption” program, allows surplus or displaced FAA employees, who are age 31 or older, to be initially appointed to air traffic control positions covered by the maximum entry age.
- This program becomes available on or after an employee is certified as surplus.
- To be eligible, employees must have demonstrated experience in the direct separation and control of air traffic by having previously received one of the following in accordance with FAA standards:
 - an air traffic control specialist certification in a terminal or en route facility;
 - certification as a control tower operator; or
 - a facility rating in a terminal or en route facility.
- The certification or rating may have been earned in a military, civilian or contract air traffic control facility.
- More information about this program, application procedures, approval process and how it will be administered will be provided to all AFSS and FSDPS employees. This program may be used in conjunction with the Preferred Placement Program and the Selection Priority Program provided they are in effect concurrently.

Selection Priority Program

- Employees designated as “displaced,” which occurs upon receipt of a RIF notice, will be automatically eligible for selection priority.
- Under this program, current and former employees must submit an application for a vacancy and must be selected at any grade level, if he/she is well-qualified, before any non-FAA candidate in the employee’s local commuting area (or substitute location chosen by the employee if he/she agrees to pay relocation expenses).

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- Selection Priority under this program is provided for up to 2 years from the date of separation for FAA vacancies within the commuting area (or substitute location chosen by the employee if he/she agrees to pay relocation expenses). In general, selection for a federal or non-federal position will terminate entitlement to this program.

Age 56 Waiver Program

- FAA has a program in place to entertain waivers to the mandatory separation age of 56 for all air traffic controllers in FAA.
- Process procedures have been developed and were published in the *Federal Register* for public comment on January 7, 2005.
- Future information on the status of this program will be widely publicized when complete.

Summary of Source Selection Process

Solicitation Development

- The AFSS competitive sourcing initiative was announced on December 19, 2003. The competition was conducted in accordance with Office of Management and Budget (OMB) Circular A-76 (Revised May 2003) and the FAA Acquisition Management System (AMS).
- The AFSS Screening Information Request (SIR) – Request for Offer (RFO), which contained the work requirements for AFSS services and instructions to potential Service Providers, was issued on May 3, 2004.

Evaluation Process

- Technical proposals were received August 3, 2004, and cost proposals were received September 3, 2004.
- All proposals were evaluated in terms of one Past Performance Factor, one Cost Factor, and four Technical Factors. The MEO was not required to submit past performance information and was not evaluated for this factor. The Technical Factors evaluated were Phase-In, Staffing and Management, Service Delivery, and Performance Management.
- The initial analysis of the proposals was accomplished by Cost and Technical Evaluation Teams (CET and TET), who assessed the impact of the strengths and weaknesses of each proposal. The teams provided a detailed analysis of the proposals to the Source Selection Evaluation Board (SSEB).
- The SSEB is a team of FAA executives appointed by the Source Selection Authority (SSA), to assist in the acquisition. The SSEB reviewed the proposals, along with the analysis of the CET and TET and provided a recommendation to the SSA.
- The evaluation process is outlined in Section M.3 of the RFO, available at <http://www.faa.gov/aca/afss/documents.htm>.

Award Based on Best Value

- The evaluation of proposals was designed to enable the FAA to determine which one represented the best value to the government.
- Best value is the combination of the impact of the overall benefits, risk and cost for the delivery of flight services to support safe and efficient flight.

Performance Decision

The SSA makes the performance decision. This decision is communicated in the performance award announcement.

Contest Period

- Contests of the outcome of the competition must be filed not later than seven business days after the date the contesteer knew or should have known of the grounds for the contest. If the contesteer has requested a post-performance decision debriefing from the FAA Acquisition Team, the contest must be filed not later than five business days after the date on which the debriefing is held.
- Contests will be resolved by FAA's Office of Dispute Resolution for Acquisition (ODRA). Additional information can be found at <http://www.faa.gov/agc/odra>.
- All contests are expected to be resolved within 90-days after filing.

Additional Information

More information about the source selection process and the requirements for the new Service Provider can be found in the A-76 Information Binder at your facility and on the Office of Competitive Sourcing website at <http://www.faa.gov/aca>.

Service Provider Overview

The Service Provider has been asked to develop an information sheet on its organization, compensation, and benefits plans.

To the extent that the Service Provider's specific information is available, that information will be released simultaneously with the announcement.

You can access this information at the Office of Competitive Sourcing website at <http://www.faa.gov/aca>.

Right of First Refusal (Private Sector Service Provider Only)

SIR Section I.4 AMS 3.2.1.3-2 Right of First Refusal of Employment (September 2003)

- (a) The Service Provider shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards.
- (b) Within 10 days after contract award, the Contracting Officer (CO) will provide to the Service Provider a list of all Government employees who have been or will be adversely affected or separated as a result of award of this contract.
- (c) The Service Provider shall report to the CO the names of individuals identified on the list who are hired within 90 days after contract performance begins. This report shall be forwarded within 120 days after contract performance begins.

Next Steps

The information provided below is intended to give you an idea of what you can anticipate in the coming months.

Phase-In Period

- The Phase-In period will begin shortly after the performance award announcement is made, and run for a minimum of 6-months. It may be extended for up to 3 months, in one month increments.
- There is no change to your employment status or benefits during the Phase-In period.
- AFSS and FSDPS personnel will remain government employees during the Phase-In period, regardless of who wins the competition. The Phase-In period allows the Service Provider time to prepare to assume full responsibility for flight services.

Transition Period

- The Transition period immediately follows the Phase-In period and can last up to 3 years. The Transition period allows the Service Provider time to strategically move to its optimal organizational structure and service delivery model.
- The FAA will assess the readiness of the Service Provider to implement an approved transition plan.
- The Service Provider is responsible for the performance of services described from day one of the Transition period.

Service Provider Recruitment of Current Employees

- The Service Provider's recruitment plan will be communicated following the announcement of the performance award decision.
- The FAA will facilitate access to affected employees for recruitment purposes.

Continued Communications

- For HR questions related to your individual circumstances, the HR mailbox will continue to be available, which you can e-mail at <http://www.faa.gov/ahr/competitive/feedback.cfm>.
- General questions may be submitted via the Office of Competitive Sourcing website at <http://www.faa.gov/aca>. For your ease of use in submitting questions, this section of the website has been formatted consistent with this information packet.
- Coordinators have been designated throughout the appropriate Headquarters' organizations to ensure that questions receive an accurate response.
- Specific questions regarding the acquisition and the winning Service Provider's proposal cannot be answered prior to the conclusion of the contest period.
 - A list of these questions will be posted on the Office of Competitive Sourcing website at <http://www.faa.gov/aca>.

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- All contests are expected to be resolved within 90 days after they are filed.
 - Once all contests have been resolved information which is not proprietary in nature will be shared with the AFSS workforce.

Continued HR Support and Site Visits

- The HRMDs will schedule telcons with AFSS managers as key milestones are reached and information needs to be disseminated to you quickly. Opportunities for one-on-one counseling will also be available.
- AHR will have staff available to assist employees should questions arise about career transition assistance services, RIF activities, or other HR programs. See the References and Resources, HRMD Contact Information section of this packet.
- During 2005, a second round of HR site visits is planned. The dates of these visits will be announced.

References and Resources

AHR Guidance

- **Human Resources A-76 Website**
<http://faa.gov/ahr/competitive.cfm>
- **FAA Order 3350.2C, Staffing Adjustments and Reduction in Force**
<http://www.faa.gov/ahr/policy/order/orders/33502C.cfm>
- **EMP-1.17, Downsizing and Staffing Adjustments**
<http://www.faa.gov/ahr/policy/hrpm/emp/EMP-1-17.cfm>
- **EMP-1.22, Career Transition Program**
<http://www.faa.gov/ahr/policy/hrpm/emp/EMP-1-22.cfm>
- **EMP-1.9, Selection Priority**
<http://www.faa.gov/ahr/policy/hrpm/emp/EMP-1-9.cfm>

HRMD Contact Information

- **New England (CT, MA, ME, NH, RI, VT)**
Call Robert Duggan (781) 238-7276
- **Eastern (DE, MD, NJ, NY, PA, VA, WV)**
Call Yvonne McCartney (718) 553-4575
- **Southern (AL, GA, FL, KY, MS, NC, PR, SC, TN)**
Call Marilyn Ragland (404) 305-5333
- **Great Lakes (IL, IN, MI, MN, ND, OH, SD, WI)**
Call Curtis Boyd (847) 294-7787
- **Central (IA, KS, MO, NE)**
Call Danny Sadler (816) 329-2650
- **Southwest (AR, LA, NM, OK, TX)**
Call Mary Basaldu (817) 222-5886
- **Northwest Mountain (CO, ID, MT, OR, UT, WA, WY)**
Call Cindy Grantham (425) 227-2094
- **Western Pacific (AZ, CA, HI, NV)**
Call Jacalyn Murray (310) 725-7847

- **Alaskan (AK)**

Call Gary Couture (907) 271-5757

- **William J. Hughes Technical Center (Located in Atlantic City, NJ)**

Call Kathy Henuset (609) 485-6682

- **Mike Monroney Aeronautical Center (Located in Oklahoma City, OK)**

Call Brenda Rogers (405) 954-6376

- **FAA Headquarters (Located in Washington, DC)**

Call Paulette Randolph at (202) 267-8012

Benefits

- **Federal Employee Health Benefits Program (FEHB)**
<http://www.opm.gov/insure/health/index.asp>
- **Federal Employees' Group Life Insurance Program (FGLI)**
<http://www.opm.gov/insure/life/index.asp>
- **Long Term Care Insurance**
<http://www.ltcfeds.com>
- **Employee Assistance Program (EAP)**
<http://magellanhealth.com>
<http://www.faa.gov/ahr/super/eap/index.cfm>
- **Federal Retirement System**
<http://www.opm.gov/retire/index.asp>
- **Thrift Savings Plan (TSP)**
<http://www.tsp.gov>
- **Flexible Spending Accounts (FSA)**
<http://www.fsafeds.com>
- **Life Links**
<http://www.lifelinks.faa.gov>
- **Employee Express**
<http://www.employeeexpress.gov>
- **Office of Workers' Compensation Programs**
<http://www.faa.gov/ahr/Super/owc/index.cfm>

- **Social Security Information**

<http://www.ssa.gov> or call 1-800-772-1213

Job Search

- **Unemployment Compensation Office Addresses**

<http://www.faa.gov/ahr/competitive/statedols.cfm>

- **OPM Retraining Services “One-Stop Centers”**

<http://www.opm.gov/rif/general/onestop.htm>

- **USA JOBS**

<http://jobsearch.usajobs.opm.gov>

- **FAA**

<http://www.faa.gov/jobs/index.cfm>

- **Department of Labor – America’s Service Locator – One Stop Career Centers**

<http://www.servicelocator.org> or

[http:// www.careeronestop.org](http://www.careeronestop.org)

Acquisition

- **Office of Competitive Sourcing**

<http://www.faa.gov/aca>

- **OMB Circular A-76**

http://www.whitehouse.gov/omb/circulars/a076/a76_incl_tech_correction.html

- **Acquisition Management System**

<http://fast.faa.gov>

**Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591**